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This instruction implements AFPD 14-2, Intelligence Rules and Procedures. It establishes the Intelligence Standardization/Evaluation (Stan/Eval) Program that supports Air Force (AF) objectives and is applicable to all Air Force active and Air Reserve Component (ARC) intelligence personnel assigned to or gained by Major Commands (MAJCOMs) and applies to commanders, supervisors and intelligence personnel assigned or attached to all intelligence activities of these commands. AFI 14-202, Volume 2, Intelligence Standardization/Evaluation Program, does not apply to personnel currently on flying status.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, Management of Records and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at **https://afrims.amc.af.mil**/. The WICC-TDS record-keeping system referenced in this instruction holds System-of-Record Notice (SORN) number F014 AF/A2FM A, WICC-TDS. Restrictions expressed in an instruction can be made more, but not less, restrictive by

supplement. The provisions of higher-level publications take precedence over lower-level publications. This policy document supports all Air Force Intelligence Training Transformation (IT2) efforts as mandated by DoD and other national policy directives.

(HQ AFGSC) PURPOSE

(HQ AFGSC) This instruction implements AFPD 14-2, Intelligence Rules and Procedures. It establishes the Intelligence Standardization/Evaluation (Stan/Eval) Program that supports Air Force (AF) objectives and is applicable to all Air Force active and Air Reserve Component (ARC) intelligence personnel assigned to or gained by Major Commands (MAJCOMs) and applies to commanders, supervisors and intelligence personnel assigned or attached to all intelligence activities of these commands. AFI 14-202, Volume 2, Intelligence Standardization/Evaluation Program, does not apply to personnel currently on flying status. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm.**

Chapter 1

PURPOSE

1.1. Intelligence Standardization/Evaluation (Stan/Eval) Program. The purpose of the Intelligence Stan/Eval Program is to provide commanders a tool to validate mission readiness and the effectiveness of intelligence personnel, including documentation of individual member qualifications and capabilities specific to their duty position.

1.2. Objectives. Specific program objectives are to:

1.2.1. Develop and ensure standardization of procedures for intelligence operations.

1.2.2. Ensure compliance with appropriate operational, training and administrative directives.

1.2.3. Evaluate and revise operational directives, procedures, and techniques as required.

1.2.4. Provide a system (F014 AF WICC-TDS, Intelligence Institute Intelligence Training Folder for the Weaponizing Intelligence Combat Capability-Training Documentation System (WICC-TDS)) to assess and document individual proficiency and capability to accomplish assigned intelligence duties.

1.2.5. Recognize trends and recommend/initiate changes to training programs and directives.

Chapter 2

HIGHER HEADQUARTERS INTELLIGENCE STAN/EVAL FUNCTIONS AND ORGANIZATION

2.1. Scope. Higher Headquarters (HHQ) include Air Staff and MAJCOM Intelligence Stan/Eval functions for the purposes of this instruction.

2.2. Air Staff.

2.2.1. AF/A2 sets policy and guides the conduct and execution of the Intelligence Stan/Eval Program.

2.2.2. AF/A2 reviews and maintains this instruction.

2.2.3. AF/A2 delegates office of primary responsibility (OPR) for this instruction to AF/A2F.

2.2.4. Unless otherwise specified in this instruction, the AF CFM is the waiver authority for training issues Request waivers to the basic guidance in this instruction through applicable channels to MAJCOM/A2 or equivalent level. MAJCOM/A2s will forward request in message or memo format to the AF CFM as appropriate.

2.2.5. AF/A2F monitor and review MAJCOM programs ensuring MAJCOM policies, guidance and supplements are consistent with this directive.

2.3. Major Commands.

2.3.1. General.

2.3.1.1. MAJCOM/A2s or equivalent will designate an OPR responsible for the Intelligence Stan/Eval function.

2.3.1.2. MAJCOM/A2s or equivalent may delegate the Intelligence Stan/Eval responsibilities to the NAF(s), if appropriate. Delegation of responsibilities will be noted in the MAJCOM supplement to this instruction.

2.3.1.3. The MAJCOM Intelligence Stan/Eval OPR is responsible for setting MAJCOM policy, establishing administrative processes, and conducting HHQ stan/eval functions.

2.3.1.3.1. **((Added)-(HQ AFGSC))** AFGSC/A2, as the Senior Intelligence Officer (SIO), will establish compliance criteria in the form of AFI supplements, guidance memorandums, and checklists that give clear guidance on unit programs and their expected results.

2.3.1.3.2. **((Added)-(HQ AFGSC))** AFGSC/A2X is responsible for developing Command Checklists that reflect IG inspection criteria and command requirements for intelligence staffs to prepare for and conduct internal reviews. Does not apply to AFRC units.

2.3.1.4. Air Reserve Component (ARC) Coordination. Gaining MAJCOM/A2s or equivalent will coordinate Intelligence Stan/Eval Program policies with National Guard Bureau (NGB)/A2I (Air National Guard (ANG)) and Air Force Reserve Command (AFRC)/A2 as applicable.

2.3.2. Functions. The MAJCOM Intelligence Stan/Eval will:

2.3.2.1. Lead MAJCOM will develop and manage the appropriate AFI 14-2 MDS, Weapons System, Intelligence Function, Activity-Specific, Volume 2, Intelligence Evaluation Criteria (referred to from here on as AFI 14-2(MDS)v2) IAW AFPD 14-2, Intelligence Rules and Procedures.

2.3.2.2. Convene conferences and working groups, as necessary, to review command Intelligence Stan/Eval policies and procedures.

2.3.2.3. Provide staff coordination and control of Intelligence Read File (IRF) items issued by the MAJCOM to subordinate units.

2.3.2.4. Coordinate and process applicable AF Form 847, Recommendation for Change of Publication. For AF publications, recommend changes IAW Attachment 5.

2.3.2.5. Lead MAJCOM will, using inputs from the field, develop, review, update and distribute MDS-specific master question files (MQFs) to using agencies.

2.3.2.6. Coordinate operational procedures, evaluation criteria and guidance with MAJCOMs supporting like weapons systems.

2.3.3. Organization.

2.3.3.1. The Intelligence Stan/Eval OPR remains within the A2 Directorate and is not part of the MAJCOM Operations Directorate Stan/Eval function (i.e., DOV/OGV); however, coordination regarding staff assistance visits (SAVs), inspections, etc., is encouraged.

2.3.3.2. The OPR may reside within the existing organizational framework (e.g. within the Unit Support Flight) or may be a totally separate function.

2.3.4. Supplement. MAJCOMs may supplement this instruction to clarify policies and procedures consistent with the USAF Intelligence Stan/Eval Program and unique mission requirements, IAW AFPD 14-2.

2.3.4.1. MAJCOM supplements may be more but not be less restrictive than this instruction.

2.3.4.2. Additional forms required by MAJCOM supplements will be approved and issued as AF Forms if they apply to more than one command.

2.3.4.3. MAJCOMS should solicit input from ARC as applicable prior to publishing supplement.

2.3.5. Augmentation. Each MAJCOM may use augmentees from other MAJCOMs to support or conduct cross-command Intelligence Stan/Eval program reviews with concurrence of all the MAJCOM Intelligence Stan/Eval agencies involved. Additionally, MAJCOM/A2s may augment Intelligence Stan/Eval SAVs with qualified unit-level personnel as deemed appropriate.

2.4. Intelligence Stan/Eval Visits. HHQ Intelligence Stan/Eval personnel may visit units during the administration of formal inspections, staff assistance visits (SAVs) or as required.

2.4.1. General. The HHQ Intelligence Stan/Eval function will coordinate all formal visits (including during SAVs) through the MAJCOM Gatekeeper and the SIO of the unit/organization to be visited. Note: Gatekeepers monitor all inspection activities within their command and deconflict inspections and evaluations of units to minimize impact IAW AFI 90-201, Inspector General Activities.

2.4.2. Inspections.

2.4.2.1. Inspections will be defined in the MAJCOM supplement to this instruction.

2.4.2.2. Inspections will, as a minimum, ensure subordinate units comply with this instruction, MDS, weapons system, or intelligence function, activity-specific grading criteria and appropriate HHQ guidance.

2.4.2.2.1. **(Added)-(HQ AFGSC)** AFGSC/A2 may provide training scenarios or other materials, to include participation in Inspector General Inspections, in order to test and train unit intelligence personnel. Appoint experienced and qualified intelligence representatives as members of MAJCOM inspection planning and evaluation teams. AFGSC/A2 staff may be available to augment NAF and wing exercise manning requirements, as needed.

2.4.2.3. Inspections of stan/eval programs can be conducted in conjunction with unit compliance inspections or SAVs.

2.4.3. Staff Assistance Visits.

2.4.3.1. HHQ Intelligence Stan/Eval may conduct SAVs to solve specific Intelligence Stan/Eval related problems or exchange information. SAVs may cover any Intelligence Stan/Eval related area the unit desires.

2.4.3.2. Units may request a MAJCOM or NAF SAV when deemed necessary by the SIO or unit commander.

2.4.3.2.1. **(Added)-(HQ AFGSC)** AFGSC/A2Q will manage and execute unit intelligence Staff Assistance Visits. Does not apply to AFRC units.

2.4.3.2.2. **(Added)-(HQ AFGSC)** AFGSC/A2Q manages Staff Assistance Visits (SAVs) program with A2O, A2S, and A2X providing SAV assistance to NAFs and DRUs, as needed and requested, and to wings and subordinate units in coordination with the appropriate NAF. Does not apply to AFRC units.

2.4.3.2.3. **(Added)-(HQ AFGSC)** Intelligence staff assistance visits conducted to subordinate units as a medium for intelligence process improvement: evaluate readiness; assist in training; provide mentoring opportunities.

2.4.3.2.4. **(Added)-HQ AFGSC)** AFGSC/A2 may request highly experienced and qualified intelligence personnel (Active Duty, ANG or Reserve) from across the command to augment the AFGSC Inspector General team during Operational Readiness Inspections and Compliance Inspections of AFGSC units. AFGSC/A2 will provide comprehensive training and continuity materials on Intelligence Inspector duties and responsibilities to these augmenters prior to participation in any inspection. AFGSC/A2 or designated representative will meet or talk with designated intelligence

inspectors to discuss inspection-related issues before they commence their first inspection.

Chapter 3

UNIT INTELLIGENCE STAN/EVAL FUNCTIONS AND ORGANIZATION

3.1. Scope. This chapter applies to organizations below MAJCOM level. Each unit/organization with an Air Force intelligence mission is required to establish an Intelligence Stan/Eval function for the purposes of this instruction. The SIO is responsible to assign personnel to the Intelligence Stan/Eval function full-time, as an additional duty or a mixture of both. The scope, diversity of duties and number of personnel assigned to the unit will dictate the number of evaluators required. The Intelligence Stan/Eval function should be located at the highest echelon possible (e.g., for the flying wing, the Intelligence Stan/Eval function will be at the OSS/OSF IN level).

3.2. Unit Intelligence Stan/Eval. The conduct of the Intelligence Stan/Eval program is directed by and resides under the supervision/responsibility of the unit SIO.

3.2.1. Unit SIO Responsibilities. Specific responsibilities of the SIO that relate to the Intelligence Stan/Eval program:

3.2.1.1. Establish a unit Intelligence Stan/Eval function to perform the duties directed by this instruction.

3.2.1.2. Direct evaluations to maintain a quality force.

3.2.1.3. Direct supplementary evaluations.

3.2.1.4. Chair and determine the composition of the Intelligence Stan/Eval Board (SEB). The SEB is a forum convened at the SIO level to review and resolve intelligence standardization issues for the unit as well as subordinate and attached units as applicable.

3.2.1.5. Designate evaluators in writing.

3.2.1.6. Attend as many evaluations as practical.

3.2.1.7. **(Added)-(HQ AFGSC)** Ensure written instructions are maintained identifying all procedures and responsibilities for peacetime and contingency operations to standardize performance and provide continuity. Procedures will be coordinated with squadron intelligence, plans, weapons and tactics, Aircrew Life Support (ALS), Survival, Evasion, Resistance and Escape (SERE), and Security Forces (SF) as appropriate. Procedures will be approved at the wing/group level when necessary. Written instructions will be reviewed annually and updated whenever necessary due to procedural changes. As a minimum, the SIO will ensure current written instructions are available for the following activities when applicable to unit operations:

3.2.1.7.1. **(Added)-(HQ AFGSC)** General organization and responsibilities of the intelligence section

3.2.1.7.2. **(Added)-(HQ AFGSC)** Internal Intelligence Training

3.2.1.7.3. **(Added)-(HQ AFGSC)** Self-assessment Procedures

3.2.1.7.4. **(Added)-(HQ AFGS)** Exercise Development and Conduct

3.2.1.7.5. **(Added)-(HQ AFGSC)** Emergency Protection or Classified Destruction (include NATO documents, if applicable)

3.2.1.7.6. **(Added)-(HQ AFGSC)** Intelligence Oversight Program

3.2.1.7.7. **(Added)-(HQ AFGSC)** External Intelligence Training

3.2.1.7.8. **(Added)-(HQ AFGSC)** Aircrew Certification/Verification program support

3.2.1.7.9. **(Added)-(HQ AFGSC)** Support to Force Protection

3.2.1.7.10. **(Added)-(HQ AFGSC)** Situation Map Displays

3.2.1.7.11. **(Added)-(HQ AFGSC)** Mobility Preparation/Procedures

3.2.1.7.12. **(Added)-(HQ AFGSC)** Briefing, Debriefing and Reporting

3.2.1.7.13. **(Added)-(HQ AFGSC)** Unit-Level Intelligence Automation

3.2.1.7.14. **(Added)-(HQ AFGSC)** Ordering and Maintaining Geospatial Information and Services (GI&S) products

3.2.1.7.15. **(Added)-(HQ AFGSC)** Intelligence Library Procedures

3.2.1.8. **(Added)-(HQ AFGSC)** Ensure the self-inspection program closely examines intelligence operations within all intelligence work areas. Conduct self-inspections, as a minimum, on an annual basis. Unit-tailored checklists and the AFGSC Intelligence Checklists used by the Command Inspector General or designated augmenter during an inspection, will be used to conduct self-inspections.

3.2.1.8.1. **(Added)-(HQ AFGSC)** Self-assessments will be conducted on an annual basis. Assessments will detail deficiencies and recommend corrective actions. The SIO will track corrective actions until resolution. Results of the self-inspection will be forwarded to AFGSC/A2Q NLT 7 calendar days after the self-inspection. Does not apply to AFRC units.

3.2.2. Unit Intelligence Stan/Eval Organization.

3.2.2.1. The SIO will define the Intelligence Stan/Eval functional organization IAW with MAJCOM guidance. The number of personnel involved with the unit's/organization's Intelligence Stan/Eval function should be proportionate to the unit's/organization's scope and number of assigned personnel.

3.2.2.2. The Chief of Stan/Eval will be a qualified and current Intelligence Evaluator IAW the applicable AFI 14-2(MDS)v1.

3.2.2.3. The Chief of Stan/Eval will report directly to, and be rated by, the unit SIO, or by the commander IAW MAJCOM guidance.

3.2.3. Unit Intelligence Stan/Eval Functions. Intelligence Stan/Eval will emphasize the process of standardization among squadrons and intelligence functions, where applicable. The person(s) responsible for Intelligence Stan/Eval will:

3.2.3.1. Establish procedures for review and quality control of AF Form 4350, Certificate of Intelligence Qualification.

3.2.3.2. Establish procedures to maintain and review intelligence evaluation records. Document these procedures. Maintain qualification evaluation records through use of the on-line documentation system.

3.2.3.3. Establish and implement procedures for the Intelligence Examination Program according to Chapter 6 of this instruction. Document the Intelligence Examination Program.

3.2.3.4. Establish, manage and maintain a trend analysis program.

3.2.3.4.1. Scope may include, but is not limited to, trend analysis of evaluations.

3.2.3.4.2. For units/organizations with more than one type of aircraft/mission, combine common discrepancies to determine trends (e.g. pre-mission briefings).

3.2.3.4.3. When trends are noted, determine corrective action and assign an OPR/OCR; report trends and status to the SIO during the SEB until closed. Intelligence Stan/Eval will publish and define their trends program in written guidance and maintain trend data for at 2 years.

3.2.3.5. Manage and conduct intelligence evaluations as required.

3.2.3.5.1. **(Added)-(HQ AFGSC)** Conduct wing SAVs to provide an overall objective look and to ensure adequate resources for mission accomplishment.

3.2.3.6. Conduct a SEB and publish minutes IAW the minimum outline of this instruction (Attachment 2) and guidance in the MAJCOM supplement to this instruction.

3.2.3.7. Establish and maintain quality control of the unit IRF program (see Chapter 8).

3.2.4. The person responsible for the majority of an individual's qualification training should not perform the initial qualification evaluation for that same individual Recurring evaluations may be performed by any certified IE.

Chapter 4

INTELLIGENCE EVALUATORS

4.1. General. The evaluation portion of the Intelligence Stan/Eval Program is administered by Intelligence Evaluators at the unit level.

4.2. Selection.

4.2.1. The MAJCOM/A2 will select MAJCOM Intelligence Stan/Eval personnel to oversee the unit intelligence stan/eval evaluation program as part of the MAJCOM Intelligence Stan/Eval function. Selection criteria should consider experience in the applicable weapons system and in the Intelligence Stan/Eval field.

4.2.2. The unit SIO will select, and designate in writing, all unit Intelligence Evaluators. Selection and designation will be reported in SEB minutes (Attachment 2).

4.2.3. All Intelligence Evaluators will complete training and certification as directed in AFI 14-202, Volume 1, Intelligence Training, and their applicable AFI 14-2(MDS), Volume 1.

4.3. Functions.

4.3.1. MAJCOM Intelligence Stan/Eval personnel will perform Intelligence Stan/Eval functions as directed by the MAJCOM and as outlined in Chapter 2 of this instruction.

4.3.2. Unit Intelligence Evaluators will:

4.3.2.1. Conduct evaluations as required and support unit Intelligence Stan/Eval functions as outlined in Chapter 3 of this instruction.

4.3.2.2. Maintain qualification as defined in AFI 14-2(MDS)v1.

4.3.2.3. Conduct thorough pre-event preparation and post-event discussion (debrief) with the examinee and applicable members on all aspects of the evaluation.

4.3.2.4. Immediately notify the examinee's supervisor and flight commander, as applicable, whenever unsatisfactory performance is observed.

Chapter 5

EVALUATIONS

5.1. General. The Intelligence Stan/Eval Program utilizes qualification evaluations to ensure certification of intelligence personnel and standardization of intelligence operations. Intelligence qualification evaluations are administered periodically and documented on the AF Form 4350. Certification of core tasks of specialty training standard (STS) may be accomplished concurrently with intelligence evaluations.

5.2. Intelligence Qualification Evaluations. Intelligence qualification evaluations consist of two structured phases, knowledge and task. Each phase requires the completion of requisite events. The knowledge phase includes a series of written (and/or oral, if applicable) examinations. The task phase includes a hands-on evaluation of intelligence performance.

5.2.1. Intelligence Qualification Evaluation Types. There are four types of intelligence qualification evaluations that may be further described by the following designators. Qualification evaluations (QUAL) are administered at the culmination of IQT to ensure basic qualification in the duty position of the intelligence professional. Mission Qualification (MSN) evaluations ensure the individual's ability to support full mission planning and employment in accomplishing the unit's operational mission. Provisions are made to ensure intelligence personnel are certified and maintain specialized qualifications (e.g., external intelligence trainer (EIT), intelligence evaluator (IE)) and provide the flexibility to evaluate and certify specific intelligence performance (through SPOT evaluations). Intelligence personnel will complete the following types of intelligence qualification evaluations as appropriate:

5.2.1.1. QUAL Evaluations. All intelligence personnel will complete a QUAL evaluation in their primary assigned mission, to include requisites, as specified in the applicable AFI 14-2(MDS)v2.

5.2.1.2. MSN Evaluations. All intelligence personnel maintaining MR/CMR or BMC status will complete an initial MSN evaluation (INIT MSN) upon the completion of Mission Qualification Training. Periodic MSN evaluations in their primary assigned mission, to include requisites in the applicable AFI 14-2(MDS)v2, are then administered to ensure proficiency is maintained. The MSN evaluation should reflect the type and difficulty of tasks required in the performance of support to contingency and training operations.

5.2.1.3. Specialized Qualification Evaluations. All intelligence personnel maintaining specialized qualifications in a particular MDS, weapons system or intelligence function or activity, must complete initial and periodic evaluations of their specialized qualifications IAW their respective AFI 14-2(MDS), Volumes 1-3.

5.2.1.4. SPOT Evaluations (Optional). A SPOT evaluation is an evaluation not intended to satisfy the requirements of a periodic (i.e., MSN) or specialized qualification evaluation. SPOT evaluations have no specific requisites or requirements, unless specified in MAJCOM supplements. An evaluation begun as a SPOT evaluation may become (and be documented as) a required periodic evaluation if all requirements are completed during the SPOT evaluation and the examinee subsequently completes all

knowledge phase requirements for the evaluation within the periods described in paragraph 5.2.6. Do not add on events to complete the requirements for a periodic evaluation unless the SIO concurs with the member's desire to realign the evaluation expiration date and approves the additional time requirements. All evaluations not listed in paragraphs 5.2.1.1. - 5.2.1.4. will be documented as SPOT evaluations. Note: When the evaluator administering a SPOT evaluation is not qualified in support to the MDS or position of the examinee, the evaluation will not be credited toward a periodic evaluation.

5.2.2. Combined Intelligence Evaluations. To promote efficient use of resources, accomplish evaluations concurrently, whenever practical. If combined, include the designation of each evaluation in the Task Phase of the AF Form 4350 - e.g., EIT/MSN.

5.2.3. Intelligence Evaluation Prefixes. The following prefixes will be used, if applicable, to further describe the evaluations listed in paragraphs 5.2.1.1. - 5.2.1.4.:

5.2.3.1. Initial (INIT). The first evaluation of any type for a position or specialized qualification (e.g., INIT MSN, INIT EIT).

5.2.3.2. Requalification (RQ). An evaluation administered to requalify on an item due to loss of currency exceeding 6 months (for currency items as specified in applicable AFI 14-2(MDS)v1), a recheck following a failed periodic evaluation (see paragraph 7.4.7. for rechecks) or loss of qualification due to supervisor or SIO-directed downgrade.

5.2.3.2.1. When loss of qualification is for expiration of a required periodic evaluation, the evaluation given will be IAW the guidance for that periodic evaluation. The AF Form 4350 description will be documented with an RQ prefix.

5.2.3.2.2. When loss of qualification is due to loss of currency, the evaluation profile will be as directed by the SIO and will include, as a minimum, those items for which the individual is non-current for over 6 months. The AF Form 4350 Event/Check description will be documented with RQ SPOT (exception: when loss of qualification is due to loss of currency for specialized qualification as defined in AFI 14-2(MDS)v1, the AF Form 4350 Event/Check description will be documented with RQ specialized qualification evaluation designator (e.g. RQ EIT)).

5.2.3.2.3. When loss of qualification is for failure to pass an evaluation, the recheck evaluation will be IAW the provisions of paragraph 5.2.12. The AF Form 4350 Event/Check description will be documented with an RQ prefix or RQ SPOT, as applicable.

5.2.3.2.4. When loss of qualification is due to an SIO-directed downgrade (see paragraph 7.4.8.), the evaluation profile will be as directed by the SIO. The AF Form 4350 Event/Check description will be documented with an RQ prefix or RQ SPOT, as applicable.

5.2.3.2.5. Do not use RQ to prefix a recheck following a failed INIT evaluation. No qualification was achieved, thus requalification is not possible.

5.2.3.3. No-Notice (N/N). A no-notice evaluation is one where the examinee is notified of the evaluation at or after the beginning of normal preparation for an event. The beginning of normal preparation for an event will be determined by the evaluator and

may be defined further by the unit. The intent is to preclude extraordinary preparation for the event because it is to be an evaluation.

5.2.3.3.1. The no-notice evaluation program provides SIOs and supervisors a sampling of daily performance and an assessment of unit training effectiveness.

5.2.3.3.2. If an examinee elects, a no-notice evaluation may update a MSN evaluation expiration date provided all requirements for the evaluation are completed within the periods described in paragraph 5.2.6. If all requirements were not completed on the first event, subsequent events are authorized to complete required events. If the examinee elects not to update a MSN evaluation expiration date, the evaluation will be documented as a N/N SPOT evaluation.

5.2.3.4. More than one prefix may be used to describe an evaluation (e.g., N/N SPOT). The applicability of any prefixes to portions of any combined evaluations will be explained under Task Description in the Evaluator's Remarks (see paragraph 7.4.5.8.).

5.2.4. Knowledge Phase Requisites.   The knowledge phase for periodic intelligence qualification evaluations includes a series of requisites listed below. See Chapter 6 of this instruction for additional guidelines on examinations.

5.2.4.1. QUAL Evaluations. As specified in AFI 14-2(MDS)v2.

5.2.4.2. MSN Evaluations. As specified in AFI 14-2(MDS)v2.

5.2.5. Task Phase Requisites.   The profile used to fulfill the task phase requisite must incorporate all appropriate requirements set in the applicable AFI 14-2(MDS)v2, and allow accurate measure of the proficiency of the examinee. Evaluation profiles will reflect unit tasking, daily training events, be realistic and incorporate current operational support requirements.

5.2.6. Timing of Intelligence Qualification Evaluations.

5.2.6.1. Expiration Date. Required periodic evaluations expire on the last day of the 19th month following the month in which the task phase was successfully completed (e.g. an individual's INIT MSN occurs in January 2007, the individual enters continuation training in February 2007, the eligibility window for the individual's periodic MSN begins in March 2007, and certification expires in September 2008). (See Table 5.1.)

Table 5.1. Eligibility Window and Expiration Date Timelines.

INIT MSN/MSN Month	Start CT	Enter eligibility Window (14 months after INIT MSN/MSN)	Expiration month (20 mo. post INIT MSN/MSN)
Jan	Feb	Mar	Sep
Feb	Mar	Apr	Oct
Mar	Apr	May	Nov
Apr	May	Jun	Dec
May	Jun	Jul	Jan
Jun	Jul	Aug	Feb
Jul	Aug	Sep	Mar
Aug	Sep	Oct	Apr

Sep	Oct	Nov	May
Oct	Nov	Dec	Jun
Nov	Dec	Jan	Jul
Dec	Jan	Feb	Aug

5.2.6.2. Scheduling. Schedule periodic evaluations in the eligibility period (6-month period prior to expiration date).

5.2.6.3. SIO-Extended Evaluations. SIOs may extend the expiration date of periodic evaluations up to 3 months for the reasons listed below. Document such extensions with a Memo for Record placed in the individual's on-line intelligence training and evaluation record.

5.2.6.3.1. Individual assigned PCS/PCA.

5.2.6.3.2. Individual departing for extended TDY.

5.2.6.3.3. Individual removal from active intel status (e.g. separation or retirement from the Service).

5.2.6.3.4. Individual participating in real world operations (to include operations other than war, etc.) who are not able to complete the required event evaluation(s) before or during deployment.

5.2.6.4. Transfers. Upon PCS or TDY, individuals meeting the requirements specified in the gaining MAJCOM intelligence directives (if applicable) may retain current qualifications. However, prior to performing duties unsupervised at a new unit, they must meet the following requirements:

5.2.6.4.1. Satisfactorily complete training requirements directed by the gaining MAJCOM and the unit.

5.2.6.4.2. Satisfactorily complete the Intelligence Stan/Eval written examination for the duty position.

5.2.7. Requisite Completion. One set of requisites may be used to satisfy the requirements of combined evaluations as defined in AFI 14-2(MDS)v2. Requisites from a completed evaluation may not be used for subsequent evaluations.

5.2.8. Evaluation Criteria Source. The lead MAJCOM will establish and maintain standardized QUAL, MSN and specialized qualification evaluation criteria in the appropriate AFI 14-2(MDS)v2. The lead MAJCOM is responsible for coordinating the establishment of areas/subareas to be used for documenting required evaluations including those required and critical for evaluation completion. A critical area is a designated area that is absolutely necessary for the success of the mission where failure to follow the strict requirements of instructions/regulations, safe operations or conduct could compromise the mission. Grade all critical areas as either qualified (Q) or unqualified (U). Critical areas will be identified in the individual AFI 14-2(MDS)v2s as applicable.

5.2.9. Grading system. A two-tiered grading system is used to evaluate and document performance. The first tier is comprised of the individual areas/subareas (e.g. debriefing, mission planning, etc.) where a grade of Q, Q- or U is assigned based on established criteria, cumulative grades for each task (e.g. preparation, delivery, adherence to unit standards, etc.)

in an area/subarea on a gradesheet and evaluator judgment. The second tier consists of the overall qualification level itself (Q-1, Q-2 or Q-3) which is determined from the compilation of these individual scores/grades from all the individual areas/subareas.

5.2.9.1. Written, Computer Based or Electronic Examinations. Grade written, computer based or electronic examinations as a percentage of correct answers. See paragraph 6.4.6. for minimum passing grade specifics.

5.2.9.2. Area/Subarea Grades. AFI 14-2(MDS)v2, will establish areas and subareas to be evaluated and the appropriate grading criteria for those areas/subareas. Areas will have a two-level (Q/U) or three-level (Q/Q-/U) grading system. The overall area grade will be the lowest of any subarea grade awarded.

5.2.9.2.1. Qualified (Q). Q is the desired level of performance. The examinee demonstrated a satisfactory knowledge of all required information, performed intelligence duties within the prescribed tolerances and accomplished the assigned mission.

5.2.9.2.2. Qualified with discrepancies (Q-). Q- indicates the examinee is qualified to perform the assigned area tasks, but requires debriefing or additional training as determined by the evaluator. Deviations from established standards must not exceed the prescribed Q- tolerances or jeopardize safety/security.

5.2.9.2.3. Unqualified (U). Assign a U area grade for any performance outside allowable parameters or deviations from prescribed procedures/tolerances that adversely affected mission accomplishment or compromised safety. An examinee receiving an area grade of U normally requires additional training. When, in the judgment of the evaluator, additional training will not constructively improve the examinee's performance, it is not required. In this case, the evaluator must thoroughly debrief the examinee.

5.2.9.3. Qualification Levels. Overall evaluation performance is graded by qualification levels as follows:

5.2.9.3.1. Qualification Level 1 (Q-1). The member demonstrated desired performance and knowledge of procedures, equipment and directives within tolerances specified in the grading criteria. This will be awarded when no discrepancies were noted and may be awarded when discrepancies are noted if:

5.2.9.3.1.1. The discrepancies resulted in no U grades being given in any area(s)/subarea(s).

5.2.9.3.1.2. In the judgment of the evaluator, none of the discrepancies preclude awarding an overall Qualification Level 1.

5.2.9.3.1.3. All discrepancies noted during the evaluation were cleared during the debrief of that evaluation.

5.2.9.3.2. Qualification Level 2 (Q-2). The member demonstrated the ability to perform duties, but:

5.2.9.3.2.1. There were one or more area(s)/subarea(s) where additional training was assigned.

5.2.9.3.2.2. A non-critical area(s)/subarea(s) grade of U was awarded.

5.2.9.3.2.3. In the judgment of the evaluator, there is justification based on performance in one or several areas/subareas.

5.2.9.3.3. Qualification Level 3 (Q-3). The member demonstrated an unacceptable level of safety, performance or knowledge.

5.2.9.3.3.1. An area grade of U awarded in a critical area requires an overall Q-3 for the evaluation.

5.2.9.3.3.2. An overall Q-3 can be awarded if, in the judgment of the evaluator, there is justification based on performance in one or several areas/subareas.

5.2.10. Grading Policies.

5.2.10.1. Requisite Examination. The evaluator will consider performance on requisite examinations in assigning the overall qualification level.

5.2.10.2. Performance Areas/Subareas. Use the grading criteria in the applicable AFI 14-2(MDS)v2, to grade areas/subareas accomplished during an evaluation.

5.2.10.3. Overall Qualification Levels.

5.2.10.3.1. The overall qualification level awarded is based on performance during both the knowledge and task phases. This grade will be awarded only after all evaluation requirements have been completed and given due consideration.

5.2.10.3.2. To receive a qualified grade on an evaluation, the member must satisfy the criteria set forth in the applicable AFI 14-2(MDS)v2 and demonstrate proficiency in all phases of an evaluation.

5.2.10.3.3. Overall qualification grades will be a cumulative process. While AFI 14-2(MDS)v2 may dictate the highest grade for an event based on area and subarea performance, evaluator judgment will always be the determining factor in deciding the overall qualification level.

5.2.11. Remedial Action. All grades of Q- or less require action to remedy the discrepancy. Remedial action includes debriefing the discrepancies and/or assignment of additional training and/or imposing of restrictions.

5.2.11.1. Debriefed Discrepancy. Remedial action accomplished during debrief of the evaluation wherein the evaluator provides briefing/instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency to remedy the discrepancy. The discrepancy area/subarea description is annotated with "Debriefed" in paragraph B of the Evaluator's Remarks section of the AF Form 4350 Comments.

5.2.11.2. Additional Training. Any training recommended by an evaluator to remedy deficiencies identified during an evaluation.

5.2.11.2.1. Additional training may include self-study, instruction, use of a computer based training program or an event. Once additional training is complete, the examinee must demonstrate satisfactory knowledge or proficiency.

5.2.11.2.2. Additional training is documented in paragraph C, Recommended Additional Training, under Evaluator's Remarks in the AF Form 4350 Comments. Description of additional training will include how satisfactory knowledge or proficiency will be demonstrated to an evaluator, supervisor or instructor.

5.2.11.2.3. Due dates and dates on which additional training is completed will be documented in the appropriate areas of the AF Form 4350 (see paragraphs 7.4.5.6. and 7.4.5.7.).

5.2.11.2.3.1. For Active Duty intelligence personnel, additional training due dates will be no later than the end of the first full month following the month in which the evaluation was conducted. For example, if an evaluation is accomplished on 15 February, all additional training must be completed by 31 March.

5.2.11.2.3.2. For AFRC and ANG intelligence personnel, to include IMAs, additional training due dates will be no later than the end of the second full month or two unit training assemblies (UTAs) following the month in which the evaluation was conducted. For example, if an evaluation is accomplished on 15 February, all additional training must be completed by 30 April (assuming the individual attended two UTAs during that time to complete the requirements).

5.2.11.3. Restrictions.

5.2.11.3.1. When called for by this instruction or deemed necessary in the judgment of the evaluator and/or supervisor, the examinee will not perform applicable duties while unsupervised until successful completion of assigned additional training and/or a recheck.

5.2.11.3.2. Restrictions should address the specific task or event that requires supervision until successful retraining is completed. Restrictions are not punitive, but designed to enhance performance and proficiency.

5.2.11.3.3. Specific restrictions will be documented.

5.2.12. Failure to Pass an Evaluation.

5.2.12.1. Recheck. If an individual fails an evaluation, a successful recheck must be completed within 30 days (60 days for ARC or two UTAs). SIOs may approve waivers to the time limits up to an additional 30 days (30 days or one UTA for ARC) on a case-by-case basis. Document such action with a Memo for Record.

5.2.12.2. Status Downgrade. Downgrade members receiving a Q-3 on a QUAL or MSN evaluation to non-mission ready (N-MR)/non-combat mission ready (N-CMR), non-basic mission capable (N-BMC), or non-basic qualified (N-BQ) status, as applicable. For specialized qualification evaluations, status (i.e., MR/CMR or BMC) need not be downgraded if the discrepancies were only in specialized qualification areas. Note: Status downgrade does not affect AFSC skill levels.

5.2.12.3. Restrictions. Restrict individuals failing to complete an evaluation within the required period or receiving a Q-3 on an evaluation, as listed above, until a successful evaluation is completed:

5.2.12.3.1. QUAL Evaluation. Place the examinee on supervised status.

5.2.12.3.2. MSN Evaluation. The examinee may perform basic qualification tasks unless specifically restricted. Place the examinee on supervised status for mission tasks.

5.2.12.3.3. Specialized Qualification Evaluation. Examinees receiving an unsatisfactory grade in any specialized area(s) will not perform specialized duties until a successful recheck is complete.

5.2.13. Supervised Status. If unsatisfactory performance requires the member to be placed on supervised status, the type of supervisor will be determined by the SIO (or equivalent) or as specified in AFI 14-2(MDS)v1.

Chapter 6

INTELLIGENCE EXAMINATION PROGRAM

6.1. Purpose. The Intelligence Examination Program measures an individual's knowledge of normal procedures, threats and other information essential for effective intelligence operations through the administration of written, computer based or electronic examinations. Poor testing performance on examinations indicates areas requiring increased training emphasis.

6.2. Scope. The Intelligence Examination Program includes requisite examinations for periodic evaluations and unit periodic examinations. Requisite examinations include qualification open book and closed book tests as described in paragraph 5.2.4.

6.3. Administrative Procedures.

6.3.1. Program Documentation. Lead MAJCOM will describe the MDS/weapons system/function/activity-specific intelligence examination program in written guidance. Units will describe the unit specific examination process in written guidance.

6.3.2. Retention of Examination Records. Retain graded exam answer sheets/computer records until AF Form 4350 is completed.

6.3.3. Examination Question Review. Intelligence Stan/Eval will review all MQFs (HHQ and local) and prepared exams for accuracy annually and after any changes in source documents. Identify corrections/changes to HHQ MQF to the responsible MAJCOM.

6.4. Required Tests. Individuals will complete examinations as requisites for periodic MSN evaluations (see paragraph 5.2.4.) and any other examination required by the appropriate AFI 14-2(MDS)v2. Requisites may be completed anytime during the eligibility period for credit.

6.4.1. Unit Intelligence Stan/Eval functions will develop and control written examinations for each duty position. However, when different duty positions are responsible for identical information, a single examination will suffice.

6.4.2. Unit Intelligence Stan/Eval will maintain two tests on file for each duty position and ensure that no more than 50% of the questions are duplicated between tests.

6.4.3. Units using computer-generated examinations do not need to maintain the examinations referenced above provided the following restrictions are observed:

6.4.3.1. Individual examinations are randomly generated from the standardized MQF.

6.4.3.2. Re-examinations are constructed so that duplication of questions is kept to a minimum.

6.4.4. Change 50 percent of the questions on the requisite examinations every calendar year.

6.4.5. Test Security. Intelligence Stan/Eval personnel will maintain positive control of all tests, applicable answer sheets and associated computer based/electronic media.

6.4.6. Grading Policy. Minimum Passing Grade. The minimum passing grade for examinations is 85 percent-corrected to 100 percent.

6.4.7. Types of Tests.

6.4.7.1. Open Book Tests. Open book test questions will come from publications made available to the individual during testing. Each unit may develop an open book secure question bank (SQB) that serves as the source for some or all of the open book test questions. Do not distribute the SQB to personnel and safeguard it in the same manner as any other required Intelligence Stan/Eval examination.

6.4.7.2. Closed Book Tests. Closed book questions will come from MQFs. These questions will emphasize system knowledge and information necessary for mission accomplishment.

6.4.8. Failure to Pass. An evaluation will not be complete until all failed items have been successfully re-accomplished.

6.4.8.1. Reexamination Policy. An individual failing a required test must be afforded an adequate study period prior to reexamination. The individual will be reevaluated using an alternate exam.

6.4.8.2. Reexamination Period. Individuals who fail a required test must complete a successful reexamination within 30 days (AFRC/ANG: 60 days or two unit training assemblies (UTAs)) following the date of the failure. Waiver authority to extend the time allowed to successfully complete the examination is the SIO. Document such waivers with a Memo for Record placed in the training record of the individual.

6.4.8.3. Supervised Status Requirement. Place individuals who fail a requisite open book or closed book examination in supervised status until successful retesting is completed. For individuals who maintain multiple qualifications, supervised status resulting from failure of either an open book or closed book examination applies only to the MDS, weapons system, function or activity for which the examination was administered.

Chapter 7

EVALUATION DOCUMENTATION

7.1. Scope. Administration of the Intelligence Evaluation Program requires accurate documentation. Evaluation results are recorded on the AF Form 4350, Certificate of Intelligence Qualification, which then serves to record and certify that an individual is qualified for his or her duty position. An individual's chronological history of evaluations is recorded on an AF Form 4349, Record of Intelligence Evaluation. Both of these AF Forms are maintained in the individual's qualification evaluation record within the on-line documentation system. Evaluation records will be kept throughout an individual's service and go with the individual to each assignment.

7.2. On-line Documentation System. The on-line documentation system contains the source documents that constitute the history of intelligence qualifications for each intelligence specialist. The AF Form 4350 is the source document used to record and certify the individual's qualification for his/her intelligence duty position. A complete history of the AF Forms 4350 in a member's record is maintained on an accompanying AF Form 4349.

7.2.1. All intelligence personnel supporting the operational mission of the unit/organization must have a qualification training and evaluation record, which includes all AF Forms 4350, AF Forms 4349, and additional MAJCOM specified items. The qualification training and evaluation record is separate and distinct from an individual's training records.

7.2.2. Evaluation Materials Contained in the On-Line Documentation System. The on-line documentation consists of both qualification training and evaluation materials. The forms that make up the individual's permanent qualification evaluation records are included in the following sections:

7.2.2.1. AF Form 4349 Section. This section contains AF Forms 4349, MAJCOM required items and those items authorized by the unit in written guidance (e.g., logs of initial and annual reviews). AF Forms 4349 should be on top of this section, in chronological order with the most recent on top.

7.2.2.2. AF Form 4350 Section. This section contains AF Forms 4350 for all evaluations listed on the AF Forms 4349 Section. File AF Forms 4350 in chronological order with the most recent on top.

7.2.2.3. Memos for Record (MFR) Section. MFRs documenting waivers, extensions and major discrepancies relating to qualification are filed in chronological order and are linked with AF Forms 4349.

7.2.3. Gradesheets. While gradesheets are used during qualification, recurring, and specialized qualification evaluations, they do not become part of the individual's permanent evaluation record. Gradesheets are discarded or turned over to the individual after the AF Form 4350 has been accomplished.

7.3. Review of Qualification Training and Evaluation Records.

7.3.1. Initial Review. The unit will review the records for all newly assigned intelligence personnel to identify previous training and qualifications. The reviewing organization is

responsible for establishing the currency and qualification of the intelligence specialist as determined from the latest applicable documentation. Following determination of the currency and qualification of the intelligence specialist, the unit maintaining the record is responsible only for documentation subsequently placed in the record.

7.3.2. Annual Review. As a minimum, the Intelligence Stan/Eval function will review each individual's record annually (manually or via a report generated by the on-line documentation system) for expiration dates of required evaluations.

7.3.3. Corrections.

7.3.3.1. AF Forms 4350. As source documents, AF Forms 4350 may be corrected by use of an electronic correction form in the on-line documentation system provided the intelligence evaluator who signed the AF Form 4350 verifies the change.

7.3.3.2. AF Forms 4349. AF Forms 4349, not being source documents, may be altered without restriction to reflect the assignment of the affected member and the contents of AF Form 4350 Section.

7.3.4. Transfer of Qualification Training and Evaluation Record. When custody of the record is transferred to a new unit or base, the losing unit will ensure the record is properly archived in the on-line documentation system for the gaining unit's retrieval. The qualification training and evaluation records for personnel in inactive status or not serving with an Air Force intelligence operational mission will be stored on the on-line documentation system in a dormant status. Individuals should retain an electronic back-up copy of their records during their inactive status.

7.3.5. Disposition of Qualification Training and Evaluation Record.

7.3.5.1. Dispose of the record according to Air Force Records Disposition Schedule (AFRDS), and this instruction.

7.3.5.2. Outdated material and miscellaneous documentation identified during reviews will be returned to the member for disposal.

7.4. AF Form 4350, Certificate of Intelligence Qualification.

7.4.1. Purpose. Use the AF Form 4350 to record and to certify intelligence qualification as demonstrated in required evaluations.

7.4.2. General Data Entry. Use the following guidance when completing an AF Form 4350.

7.4.3. Date Completed. Use the latest completion date (knowledge or task phase) of the evaluation requisites or additional training. Use this date on the AF Form 4349.

7.4.4. Section I - Examinee Information.

7.4.4.1. Name, Grade and last 4 digits Social Security Account Number (SSAN).

7.4.4.2. Organization and Location.

7.4.4.2.1. Use the unit designation and location where the examinee is assigned or attached.

7.4.4.2.2. When attending an IFTU course in which an evaluation is administered, the organization and location will reflect the IFTU organization/location.

7.4.4.3. Duty Position. Enter the MDS/specialty in which the evaluation was given (e.g. F-16).

7.4.4.4. Eligibility Period.

7.4.4.4.1. Enter the type of evaluation with the 6-month period preceding the expiration date from the last similar evaluation (e.g., if the last MSN evaluation expires Sep 07, enter MSN: Apr-Sep 07). For personnel with specialized training evaluation requirements list all eligibility periods as applicable (e.g., if the MSN evaluation expires Sep 07 and the EIT evaluation expires Dec 07, enter MSN: Apr-Sep 04/EIT: Jul-Dec 07).

7.4.4.4.2. Enter N/A (not applicable) for initial periodic evaluations, periodic evaluations accomplished outside the examinee's normal eligibility period and SPOT evaluations.

7.4.5. Section II - Qualification.

7.4.5.1. Knowledge Phase.

7.4.5.1.1. Examination/Check. Make a separate entry for each knowledge requisite (e.g., MQF Test, Visual Recognition Test).

7.4.5.1.2. Date. In the date column, enter the date that the requisite is successfully completed.

7.4.5.1.3. Grade. Enter score; if initial test resulted in a failing grade, enter failed examination score with successfully completed score as follows: 84/98.

7.4.5.2. Task Phase.

7.4.5.2.1. Event/Check.

7.4.5.2.1.1. Use the following designators to describe the purpose of the evaluation(s): QUAL, MSN, Specialized Training Evaluation (e.g., EIT, IE) and SPOT.

7.4.5.2.1.2. Use the following prefixes, when applicable, to describe the type of evaluation: INIT, RQ and N/N. More than one prefix may be used to describe an evaluation as applicable.

7.4.5.2.1.3. Make a single line entry to document the task(s) used to complete the evaluation.

7.4.5.2.2. Date. Enter the date the task was completed.

7.4.5.3. Qualification Level.

7.4.5.3.1. Place a "1" or "2" in the qualified block or a "3" in the unqualified block for the individual's overall qualification level.

7.4.5.3.2. Combined evaluations (e.g., EIT/MSN) require only one qualification level number if all parts of the evaluation were awarded the same qualification level grade.

7.4.5.3.3. If the qualification levels assigned to parts of a combined evaluation vary, indicate the qualification level for each party separately (e.g., "EIT: 1" and "MSN: 2") in the qualified block.

7.4.5.4. Expiration Date of Qualification.

7.4.5.4.1. For an evaluation that establish a new eligibility period, enter the month and year that is 20 months after the month in which the event phase of the evaluation was successfully completed.

7.4.5.4.2. For an evaluation that does not establish a new eligibility period, enter "N/A."

7.4.5.5. Restrictions. Place an "X" in the applicable block and list specific restrictions as the first item in the comments block.

7.4.5.6. Additional Training Due Date(s).

7.4.5.6.1. If required, enter a date not to exceed the last day of the first (AFRC/ANG second month or two UTAs) following the event requiring additional training (e.g. 26 Feb 07 Event Eval, 31 Mar 07 due date; [AFRC/ANG: 30 Apr 07 due date]); otherwise, enter "N/A."

7.4.5.6.2. If more than one date is required, preface the due dates as appropriate.

7.4.5.7. Date Additional Training Completed.

7.4.5.7.1. Enter the date(s) the examinee completed additional training, otherwise, enter "N/A."

7.4.5.7.2. If more than one date is required, preface the date completed as appropriate.

7.4.5.7.3. The final approving officer signing Section III of the AF Form 4350 is responsible for certifying additional training was complete.

7.4.5.7.4. The trainer (or other designated individual) conducting the additional training with the examinee will sign and date Section II of the Additional Training block on the AF Form 4350. If more than one trainer was involved in administering the additional training, the trainer completing the additional training will sign and date Section II of the Additional Training block on the AF Form 4350. See paragraph 5.2.11.2.4.

7.4.5.8. Comments.

7.4.5.8.1. Use the following headings and format in the space provided. See Table 7.1. Example Format of Comments Section of AF Form 4350.

Table 7.1. Example Format of Comments Section of AF Form 4350.

COMMENTS (If more space is needed, continue on reverse) EXCEPTIONALLY QUALIFIED (if applicable). If awarded, comments documenting justification of exceptionally qualified designation by the intelligence evaluator are mandatory, see paragraph 7.4.5.9.
Restriction(s): Required for less than qualified evaluation performance, see paragraph 5.2.11.3.
Evaluator's Remarks:

A. Evaluation Descriptions
1. Knowledge Description. Knowledge descriptions will list the examinations accomplished with the corresponding percent of questions answered correctly.

2. Task Description. Task descriptions should be of sufficient detail to verify that the significant required areas for the evaluations were accomplished.

B. Discrepancies- (Document all discrepancies of Q- or U) or enter "NONE." See paragraph 5.2.11.1.
1. Knowledge. Note: Include date of the failed knowledge phase, if applicable, by entering the original score and date as follows: "(Date of 82%: 16 Dec 07)"
2. Task.

Use the following entries if appropriate:
C. Recommended Additional Training. See paragraph 5.2.11.2.
1. Knowledge.
2. Task.

D. Additional Comments. Comments in this section are restricted to significant information dealing with the evaluation not documented elsewhere. OPR/EPR type comments, or comments comparing the examinee to other individuals are prohibited.
If an individual received an overall Q-3, indicate whether the entire evaluation must be reaccomplished or just specific grading areas/subareas in this paragraph.
If the recheck evaluator of the knowledge recheck is different than the initial intelligence evaluator, the recheck evaluator will sign and date an appropriate statement under this paragraph.

Reviewing Officer's Remarks:
Final Approving Officer's Remarks:
Additional Reviews:

7.4.5.9. Exceptionally Qualified Designation (Optional).

7.4.5.9.1. An exceptionally qualified comment can be awarded when, in the judgment of the evaluator:

7.4.5.9.1.1. The individual has demonstrated exceptional skill and knowledge in all phases of the evaluation; and exceeded all the evaluator's expectations of professionalism and subject matter competency.

7.4.5.9.1.2. The member has not failed any requisite.

7.4.5.9.2. The designation will be annotated on the front of the AF Form 4350, first line of the Comments section, on a single line, in all capital letters ("EXCEPTIONALLY QUALIFIED").

7.4.5.9.3. The designation can only be applied to the total evaluation - not to separate requisites.

7.4.5.9.4. Lead MAJCOM will determine additional guidance for the awarding of the EQ designation.

7.4.6. Section III - Certification.

7.4.6.1. Evaluator.

7.4.6.1.1. If two or more evaluators are required to complete an evaluation, the evaluator completing the evaluation will sign Section III of the AF Form 4350.

7.4.6.1.2. If more than one evaluator was involved in administering the evaluation, additional evaluator(s) will enter remarks in the Comments block of the AF Form 4350 describing those parts of the evaluation they evaluated and sign a signature block immediately adjacent their remarks.

7.4.6.2. Reviewing and Final Approving Officer.   The Reviewing Officer is the examinee's supervisor and the Final Approving Officer will be the SIO.

7.4.6.2.1. The Reviewing and Final Approving Officer will ensure the recommended additional training is adequate to correct the noted deficiencies.

7.4.6.2.2. If a Reviewing or Final Approving Officer does not agree with the overall rating, the overall grade will not be changed. The Reviewing or Final Approving Officer will mark the "Do Not Concur" block and will comment in the Comments section.

7.4.6.3. Examinee. The examinee will be the last dated signature on the AF Form 4350.

7.4.7. Knowledge and/or Task Rechecks.

7.4.7.1. The recheck will be documented on the original AF Form 4350 generated to document the Q-3 evaluation.

7.4.7.1.1. Date Completed. Use the latest completion date (knowledge phase or successful task recheck) of the evaluation.

7.4.7.1.2. Task Phase. Document the date of the task recheck on a separate line as "TASK RECHECK" below the evaluation entry under Task Phase.

7.4.7.1.3. Qualification Level. Annotate the overall qualification grade as "3/1" in the qualified block.

7.4.7.1.4. Expiration Date of Qualification. For evaluations that establish a new eligibility period, enter the month and year that is 20 months after the month in which the recheck was successfully completed.

7.4.7.1.5. Restrictions. Place an "X" in the "Yes" block and list specific restrictions as the first item in the Comments block based on the original failed evaluation.

7.4.7.1.6. Evaluator's Remarks: Recommended Additional Training. Document all recommended additional training associated with grading areas whose deficiencies will be remedied by a recheck.

7.4.7.1.7. The evaluator that administered the evaluation will sign the front of the AF Form 4350. If the recheck evaluator is different than the initial evaluator, the recheck evaluator will sign and date an appropriate statement in the Comments/Evaluator's Remarks.

7.4.8. SIO-Directed Downgrade. The SIO may direct a downgrade to an intermediate level of qualification or unqualified status without administering an evaluation when such actions by the individual directly affect the SIO's confidence in the individual's ability to perform the unit's intelligence mission safely and to the level of proficiency commensurate with the individual's skill level. Do no use the directed downgrade as a substitution for, or in lieu of, administrative or judicial actions. SIOs will direct the local Intelligence Stan/Eval function to prepare an AF Form 4350 as follows:

7.4.8.1. Section I. Complete Section I as directed above.

7.4.8.2. Section II.

7.4.8.2.1. Enter the qualification(s) to be downgraded (i.e., QUAL, MSN and/ or specialized qualification) with the date of the situation that caused the downgrade in the Event/Check task phase block(s).

7.4.8.2.2. Enter the qualification level (2 or 3) in the appropriate block.

7.4.8.2.3. Enter the additional training due date, if required.

7.4.8.2.4. In the comments section type "SIO-Directed Downgrade" followed by any restrictions, a detailed narrative of the situation causing the downgrade, related comments, any additional training requirements and/or actions necessary to regain qualification (e.g., full RQ evaluation or task recheck). See Table 7.2.

Table 7.2. Example Format for Comments Section for SIO-Directed Downgrade.

COMMENTS (If more space is needed, continue on reverse) **SIO-Directed Downgrade** A. **Restrictions(s):** If the downgrade is to an unqualified status, specify restrictions associated with the downgrade. B. **Narrative.** Provide a detailed narrative of the situation/event causing the individual to be downgraded to an intermediate level or to an unqualified status by the SIO. Include "with cause" in the reasoning statement. Include provision for how the individual is to regain qualification if downgraded to unqualified status. C. **Recommended Additional Training.** If required; otherwise state "NONE"

7.4.8.3. Section III. Only the SIO directing the downgrade and the individual concerned will sign the AF Form 4350. The directing SIO will sign in the final approving officer block and "X" the remarks block. Additional reviews are at the MAJCOM discretion.

7.5. AF Form 4349, Record of Intelligence Evaluation. The AF Form 4349 is an index providing pertinent information extracted from all the AF Forms 4350 accomplished by the intelligence specialist.

7.5.1. A one-line entry is used for all evaluations with the exception of those on which the qualification levels awarded portions of a combined evaluation are not all the same.

7.5.2. For combined evaluations in which different qualification levels are awarded to any of the portions, a single line entry will be made for each different qualification level awarded indicating which portions of the combined evaluation received that qualification level.

7.5.3. Type of Evaluation. Enter type of evaluation (or applicable portions of a combined evaluation) in which different qualification levels were awarded to different portions - as it appears on the AF Form 4350.

7.5.4. Date Completed. Enter date from the Date Completed area of the subject AF Form 4350 (i.e., the latest completion date of the evaluation knowledge and task phase requisites, not including additional training).

7.5.5. Qualification Level (Unit). Enter the appropriate qualification level as appears on the subject Form 4350 (1, 2, 3 or 3/1).

7.5.6. MAJCOM Change. A one-line, undated entry containing MAJCOM title will be made for each change in the MAJCOM under which the individual is administered an evaluation.

Chapter 8

ADDITIONAL PROGRAMS

8.1. Intelligence Read File (IRF).

8.1.1. Purpose. The purpose of the IRF is to provide a central repository for messages and directives of a temporary nature directly pertinent to the conduct of intelligence operations. These materials are designated by the MAJCOM/A2 and SIO to be read by all assigned intelligence personnel.

8.1.2. Unit Intelligence Stan/Eval Responsibilities. Unit intelligence organizations will establish and maintain an IRF according to MAJCOM directives. The Unit Intelligence Stan/Eval function will maintain all Intelligence Stan/Eval guidance (e.g., appointment letters, Intelligence Stan/Eval Operating Instructions and applicable AFIs) and ensure they are current and complete.

8.1.3. IRF Organization. Units will establish and maintain a table of contents for the IRF containing, as a minimum, a listing of the AFI 14-202 series and the applicable MAJCOM supplements and the applicable MDS-specific instructions (i.e. AFI 14-2(MDS)v1-3). The IRF will consist of a minimum of four volumes and may be printed or electronic materials or a mixture of both. Label electronic tabs and/or binders on the spine indicating Volume and Title as follows:

Table 8.1. IRF Volume Titles.

Volume	Title
Volume I	Current Read File
Volume II	Air Force Instructions/Directives/MAJCOM Supplements
Volume III	MAJCOM/NAF/Local Directives
Volume IV	AFTTP 3-1 Volume 2/AFTTP 3-1 MDS-specific Volume(as applicable)/Manuals/Checklists

8.1.3.1. The Current Read File will consist of information directed by the MAJCOM, HHQ, and the unit SIO.

8.1.3.2. MAJCOMs may waive Volumes II-IV requirements for special training units (e.g., Red Flag).

8.2. Go/No-Go Procedures. Units will establish a positive control system that ensures members have completed all training and Intelligence Stan/Eval items required for the duty position.

8.2.1. As a minimum, the Go/No Go system will monitor the training items from AFI 14-202, Volume 1, the training items required from AFI 14-2(MDS)v1, and the Intelligence Stan/Eval testing items required IAW AFI 14-202, Volume 2 and AFI14-2(MDS)v2.

8.2.2. Units will issue guidance to define and publish their positive control system.

8.3. Electronic Data Storage. Units may use electronic database files for record keeping, trend analysis, printing of standard forms, etc.

Chapter 9

SUPPLEMENTS AND FORMS ADOPTED

9.1. MAJCOMs, Numbered Air Forces (NAFs), Direct Reporting Units (DRUs) and Field Operating Agencies (FOAs) may supplement this instruction. MAJCOMs, NAFs, FOAs and DRUs will coordinate their supplement to this instruction with AF/A2 for approval before publication and forward one copy to AF/A2 after publication. NAFs will coordinate their supplement to this instruction with their gaining MAJCOM prior to submitting the supplement to AF/A2 for approval and publication.

9.2. Units must document Intelligence Stan/Eval procedures. Units may supplement this instruction. The purpose of the unit supplement is to document the processes by which units implement the requirements of this instruction. MAJCOMs can define the scope and content of unit supplements in their MAJCOM supplement.

9.2.1. Units will coordinate their supplement with the next higher NAF or MAJCOM, as applicable, prior to publication.

9.2.2. Air Force Reserve Command (AFRC) units will provide a copy of their supplement to 1) AFRC/A2, 2) their NAF, 3) their gaining MAJCOM and 4) their gaining NAF. Air National Guard (ANG) units will provide a copy of their supplement to their respective MAJCOM and the active duty NAF with Intelligence Stan/Eval oversight responsibility.

9.2.3. Units will forward one copy of their supplement to said higher headquarters after publication.

9.2.4. Post the unit supplement behind the basic instruction and MAJCOM supplement.

9.3. Forms Adopted. The following forms are adopted: AF Form 847, Recommendation for Change of Publication; AF Form 4350, Certificate of Intelligence Qualification; AF Form 4349, Record of Intelligence Evaluation; and AF Form 4381, Intelligence Gradesheet.

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoDI 3305.02, General Intelligence Training

(Added)-(HQ AFGSC)

(Added)-(HQ AFGSC)

(Added)-(HQ AFGSC) AFI 14-202, Volume 1_AFGSCSUP, Intelligence Training

(Added)-(HQ AFGSC) AFI 14-202, Volume 3, General Intelligence Rules

(Added)-(HQ AFGSC) AFI 14-202, Volume 3_AFGSCSUP, General Intelligence Rules

AFPD 14-2, Intelligence Rules and Procedures

(HQ AFGSC) AFPD 14-2, Intelligence Rules and Procedures

AFI 14-202, Volume 1, Intelligence Training

(HQ AFGSC) AFI 14-202, Volume 1, Intelligence Training

AFMAN 37-123, Management of Records

Abbreviations and Acronyms

(Added)-(HQ AFGSC) —Standardization/Evaluation

AF—Air Force

(HQ AFGSC) AF—Air Force

(Added)-(HQ AFGSC) AFGSC—Air Force Global Strike Command

AFI—Air Force Instruction

(HQ AFGSC) AFI—Air Force Instruction

AFPD—Air Force Policy Directive

(HQ AFGSC) AFPD—Air Force Policy Directive

AFRC—-Air Force Reserve Command

AF/SCE—Air Force Service Cryptologic Element

AGR—Active Guard and Reserve

AIA—Air Intelligence Agency

(Added)-(HQ AFGSC) ALS—Aircrew Life Support

ANG—Air National Guard

(HQ AFGSC) ANG—Air National Guard

BMC—Basic Mission Capable

BQ—Basic Qualification

CC—Commander

CCP—Consolidated Cryptologic Program

CMR—Combat Mission Ready

DRU—Direct Reporting Unit

(HQ AFGSC) DRU—Direct Reporting Unit

EIT—External Intelligence Trainer

EOC—End of Course

EPR—Enlisted Performance Report

ETCA—Education and Training Course Announcement

FOA—Field Operating Agency

(Added)-(HQ AFGSC) GI&S—Geospatial Information and Services

HHQ—Higher Headquarters

HQ—Headquarters

(HQ AFGSC) HQ—Headquarters

IAW—In Accordance With

IE—Intelligence Evaluator

IFTU—Intelligence Formal Training Unit

INIT—Initial (Evaluation)

IQT—Initial Qualification Training

IRF—Intelligence Read File

MAJCOM—Major Command

(HQ AFGSC) MAJCOM—Major Command

MDS—Mission Design Series

MQF—Master Question File

MQT—Mission Qualification Training

MR—Mission Ready

MSN—Mission Qualification Evaluation

N/A—Not Applicable

NAF—Numbered Air Force

((HQ AFGSC)) NAF—Numbered Air Force

N-BMC—Non-Basic Mission Capable

N-CMR—Non-Combat Mission Ready

N-MR—Non-Mission Ready

N/N—No-Notice

OG—Operations Group

OPR—Office of Primary Responsibility. Officer Performance Report

(HQ AFGSC) OPR—Office of Primary Responsibility. Officer Performance Report

PCA—Permanent Change of Assignment

PCS—Permanent Change of Station

QUAL—Qualification Evaluation

Q—Qualified

RQ—Requalification Evaluation

SAV—Staff Assistance Visit

(HQ AFGSC) SAV—Staff Assistance Visit

SEB—Standardization/Evaluation Board

(Added)-(HQ AFGSC) SERE—Survival, Evasion, Resistance, and Escape

(Added)-(HQ AFGSC) SF—Security Forces

(Added)-(HQ AFGSC) SIO—Senior Intelligence Officer

SQB—Secure Question Bank

SSAN—Social Security Account Number

Stan/Eval—Standardization/Evaluation

TDY—Temporary Duty

U—Unqualified

USAF—United States Air Force

(HQ AFGSC) USAF—United States Air Force

UTA—Unit Training Assembly

Terms

Active Guard and Reserve (AGR)—Members of a Reserve component on active duty under Titles 10 U.S.C., 14 U.S.C., or full-time National Guard duty under 32 U.S.C. 502(f) for a period of 180 consecutive days or more. The tour purpose is organizing, administering, recruiting, instructing or training the Reserve components according to Subsection 101(d)(6).

Additional Training—Any training recommended to remedy deficiencies identified during an evaluation that must be completed by the due date. This training may include self-study, instruction, computer-based training or supervised tasks. Additional training must include demonstration of satisfactory knowledge or proficiency to an intelligence evaluator, supervisor or trainer to qualify as completed.

Air Force/Service Cryptologic Element (SCE)—Air Force organization responsible to Director, National Security Agency for all matters involving the conduct of cryptologic activities.

Basic Mission Capable (BMC)—The status of intelligence personnel who have satisfactorily completed MQT, are qualified in the unit mission, but do not maintain MR/CMR status. Personnel must be able to attain MR/CMR currency status within 30 days, or as otherwise specified in the applicable AFI 14-2(MDS)v1.

Basic Qualification (BQ)—The status of intelligence personnel who have satisfactorily completed IQT and are qualified to perform basic duties, but may not perform mission duties unsupervised. BQ is a prerequisite for all personnel to enter MQT. The member must perform at a minimum level as established in the applicable AFI 14-2(MDS)v1. BQ is not a long term qualification status.

Combat Mission Ready—The status of intelligence personnel who have satisfactorily completed MQT and maintain qualification and currency in the appropriate tasks and knowledge required by their respective AFI 14-2(MDS)v1. See Mission Ready (MR).

Continuation Training (CT)—-CT provides the volume, frequency and mix of training necessary for intelligence personnel to maintain proficiency in their assigned qualification level. The Ready Intelligence Program (RIP) outlines the minimum CT requirements. RIP is designed to focus training on capabilities needed to accomplish a unit's core tasked missions. Continuation Training is separate from skill level upgrade training, although CT may fulfill some skill level upgrade training requirements. CT and RIP are discussed further in Chapter 4 of AFI 14-202, Volume 1, Intelligence Training.

Debriefed Discrepancy—Remedial action taken by an intelligence evaluator to remedy a discrepancy noted during an evaluation. This action is accomplished during debrief of the evaluation wherein the intelligence evaluator provides briefing/instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency to remedy said discrepancy. The discrepancy area/subarea description is annotated with "Debriefed" in the Evaluator's Remarks section of the AF Form 4350 Comments.

Education and Training Course Announcement (ETCA)—Air Force Database located at URL: **https://etca.keesler.af.mil**/ that incorporates all the information previously contained in AFCAT 36-2223, USAF Formal Schools Catalog. ETCA is prescribed by AFI 36-2201, Chapter 8, Formal Training.

Eligibility Period—The 6-month period prior to the expiration date of an evaluation.

Evaluation—1) Procedure to determine the effectiveness of the performance of an instructional product or process in order to ascertain specific causes for the effectiveness or lack of it, and to make decisions appropriate to the extent of the effectiveness. Evaluation of formal courses includes field evaluation and internal evaluation. 2) The review and analysis of qualitative or quantitative data obtained from design review, hardware inspection, testing or operational use of equipment. See also Joint Pub 1-02.

External Intelligence Trainer (EIT)—Current and qualified (CMR or BMC) intelligence personnel who have completed the EIT Specialized Training and maintain currency as an EIT. Only EITs may conduct unsupervised intelligence training for aircrew.

External Intelligence Trainer Evaluation—An evaluation that certifies and maintains external intelligence trainer qualification of the examinee. Includes evaluations that initially qualify and requalify an intelligence member as an external intelligence trainer (i.e., INIT EIT and RQ EIT) as directed in AFI 14-2(MDS)v1. The designator for the external intelligence trainer evaluation is "EIT" as used with the AF Form 4350 and AF Form 4349.

External Intelligence Training—Intelligence training given by intelligence personnel to pilots, aircrew, or other non-intelligence AFSC personnel.

Initial Evaluation—The first evaluation of any type for a duty position (e.g., INIT MSN, INIT EIT).

Initial Qualification Training (IQT)—-Training needed to qualify intelligence personnel for basic duties in an assigned position for a specific MDS, weapons system, intelligence function or activity, without regard for a unit's specific mission.

Intelligence Evaluator (IE)—Current and qualified (CMR or BMC) intelligence personnel who have completed the IE Specialized Training and maintain currency as an IE. IEs must be current and qualified in the events they evaluate. Only IEs may conduct intelligence qualification (mission or specialized) evaluations (initial or periodic).

Intelligence Evaluator (IE) Evaluation—An evaluation that certifies and maintains intelligence evaluator qualification of the examinee. Includes evaluations that initially qualify and requalify an intelligence member as an intelligence evaluator (i.e., INIT IE and RQ IE) as directed in AFI 14-2(MDS)v1. The designator for the intelligence evaluator evaluation is "IE" as used with the AF Form 4350 and AF Form 4349.

Intelligence Formal Training Unit (FTU)—Formal intelligence training to support a specific mission design series weapons system or specific intelligence function. Intelligence personnel will complete Intelligence FTUs, where available, as part of Initial Qualification Training.

Intelligence Qualification Trainer—Intelligence personnel designated by the SIO to conduct qualification training for other intelligence personnel. Intelligence Qualification Trainers must meet requirements as outlined in AFI 14-202 Volume 1.

Intelligence Read File (IRF)—-A collection of publications and material determined by the MAJCOM and unit as necessary for day-to-day intelligence operations.

Lead Major Command (MAJCOM)—The Air Force MAJCOM or agency possessing an MDS, weapons system or intelligence function, activity that is designated by AFPD 14-2 as responsible for the coordination of specific intelligence activities pertaining to that particular MDS, weapon system or intelligence function, activity.

Master Question File (MQF)—Question bank used to construct closed book exams.

Mission Qualification Evaluation (MSN)—An evaluation that certifies and maintains the qualification (MR/CMR or BMC) of the examinee. Includes evaluations that initially qualify and requalify an intelligence member (i.e., INIT MSN, RQ MSN). The MSN is administered to ensure the individual's ability to support full mission planning and employment in accomplishing the unit's operational mission as directed by AFI 14-2(MDS)v1. The designator for the mission qualification evaluation is "MSN" as used with the AF Form 4350 and AF Form 4349.

Mission Qualification Training (MQT)—-Training needed to qualify intelligence personnel to perform their specific unit mission in an assigned position. AFI 14-2(MDS)v1 prescribes minimum MQT requirements.

Mission Ready (MR)—-Intelligence personnel who have satisfactorily completed MQT and maintain qualification and currency in the appropriate tasks and knowledge required by their respective AFI 14-2(MDS)v1. See Combat Mission Ready (CMR).

No—Notice Evaluation—An evaluation where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission.

Office of Primary Responsibility (OPR)—Any headquarters, agency, or activity having the primary functional interest in, and responsibility for, a specific action, project, plan, program, or problem.

Proficiency—The quality of having competence and a command of the fundamentals derived from practice and familiarity. A measure of how well a task is completed. An individual is considered proficient when he/she can perform tasks at the minimum acceptable levels of speed, accuracy, and safety.

Qualification Evaluation (QUAL)—An evaluation that certifies the basic qualification (BQ) of the examinee. The QUAL is administered to ensure basic qualification in support to the MDS, weapons system, function or activity, and duty position of the intelligence professional. The designator for the qualification evaluation is "QUAL" as used with the AF Form 4350 and AF Form 4349.

Recheck—A subsequent evaluation used to remedy a failed evaluation.

Requalification Evaluation—An evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, loss of currency exceeding 6 months (as specified in applicable AFI 14-2(MDS)v2) or a recheck following a failed evaluation.

Requisites—Requirements such as exams, academics, etc., that have to be accomplished before an evaluation is considered complete.

Senior Intelligence Officer (SIO)—-The highest-ranking Air Force officer holding the 14N3 or 14N4 Air Force Specialty Code (AFSC) or Series 0132 Civilian and serving in an Air Force intelligence position. The SIO's authority extends to all directly subordinate and tenant intelligence units within the organizational chain of command. Installations with intelligence activities in different chains of command will have separate SIOs. In this capacity, the SIO provides senior guidance on all policy development, interpretations, and applications. Further, the SIO serves as the chief advisor and mentor for AF intelligence officers, enlisted and civilians (as appropriate) in terms of career development and progress.

Specialized Qualification Evaluation—An evaluation that certifies and maintains the specialized qualification of the examinee. Includes evaluations that initially qualify and requalify an intelligence member for a particular skill or duty position. Specific types of specialized qualification evaluations are identified in the applicable AFI 14-2(MDS)v1 (e.g., External Intelligence Trainer (EIT), Intelligence Evaluator (IE)).

Specialized Training—-Training in any skill necessary to carry out the unit's assigned missions that is not required for every intelligence unit member. Specialized training is accomplished after Mission Qualification Training and after the member has attained MR/CMR or BMC status,

and is in addition to MR/CMR or BMC requirements. For example, as outlined in AFI 14-2F-16, F-16 Unit Intelligence Training, an External Intelligence Trainer (EIT) requires Specialized Training and certification to conduct intelligence training for pilots. EITs have additional qualification and currency requirements to maintain proficiency in conducting intelligence training.

SPOT Evaluation—An evaluation other than one used to satisfy the requirements of a periodic, initial or requalification evaluation.

Staff Assistance Visit (SAV)—A visit from higher headquarters intelligence personnel usually to review subordinate unit processes and procedures to evaluate and improve programs and overall combat readiness.

Stan/Eval Board (SEB)—A forum convened at the group level to review and resolve standardization issues.

Stan/Eval Function—An organization at appropriate echelons of command that accomplishes the objectives of this instruction.

Supervised Status—The status of a member who must operate under the supervision of either an instructor or a designated supervisor (as specified in the applicable AFI 14-2(MDS)v2 qualified in that specific position.) The evaluator determines when supervision is required. The type of supervisor, i.e., instructor or designated supervisor, is as specified in the applicable AFI 14-2(MDS)v2, or as determined by the SIO.

Trend Program—Analysis designed to identify areas requiring attention, monitoring or correction.

Unit—A level of organization under HHQs (MAJCOM) required to establish a stan/eval function.

User Command—Any Air Force MAJCOM/agency, other than the lead command, that possess a particular MDS, weapons system or intelligence function, activity.

Attachment 2

INTELLIGENCE STAN/EVAL BOARD MINUTES

NOTE: The information below is an example of the minimum information a Board should address.

MEMORANDUM FOR (SEE DISTRIBUTION)

FROM: (UNIT'S COMPLETE ADDRESS)

SUBJECT: INTELLIGENCE STAN/EVAL BOARD MINUTES

1. Personnel Attending: (name and organization)

2. Overview:

a. Manning. (Enter any Intelligence Stan/Eval manning problems discussed. Record all current intelligence evaluators including attached HHQ.)

b. Summary.

(1) Evaluations. Report evaluations by work center/duty position and type of evaluation (QUAL, MSN, Specialized Qualification Evaluations as outlined in the appropriate AFI 14-2(MDS)v2). Include SPOT and N/N evaluations, when applicable. Show qualification levels, sub-levels and rates (Rate = # given divided by total given).

(a) Q-1s
(b) Q-2s
(c) Q-3s
(d) Total evaluations for each work center/duty position

(2) Examinations. Report examination results by work center/duty position and type of examination (open book, closed book, other).

(3) Waivers and Extensions. Identify all waivers and extensions granted to extend the period of qualification, preclude re-accomplishment of requisites, extend recheck periods, extend additional training periods and extend periods to re-accomplish examinations.

(4) Trends. Identify new, continuing and resolved trends. Where necessary, report corrective action as OPEN/CLOSED, the OPR(s) and any suspense date.

(5) Report progress toward achievement of no-notice requirements, if applicable.

c. Intelligence Publications Program. Review open AF Forms 847.

3. Old Business. Enter the disposition of any items left open at the last Board meeting. If final action was taken on an item during the quarter, state the action taken and then close the item if closure is approved by the Board Chairman. If an item remains open, list the action taken since the last Board. Findings from formal Intelligence Stan/Eval inspections will be addressed and covered until they are closed out.

4. New Business. Enter all new business discussed during the Board. The new business items are those included on the published agenda along with any unplanned items discussed.

5. Other: This is an optional paragraph that can be used as necessary.

6. Problems Requiring HHQ Assistance: Enter problems that, based on Board resolution, require HHQ assistance. The assistance may be in any form (for example, staff assistance visit requests, clarification of directives, change of directives, and so forth).

(SIGNATURE BLOCK)

Attachments:

1. Board Agenda
2. Intelligence Evaluator Roster Reviewed
3. As Required

Attachment 3

RECOMMENDING CHANGES TO AF PUBLICATIONS

A3.1. General. The Intelligence Stan/Eval function is responsible for the orderly and efficient processing of recommended changes to Air Force publications at each command level. Unless different guidance is provided by the appropriate AF publication OPR, submit recommended changes and improvements to Air Force publications on AF Form 847 according to the procedures below. Submit recommended changes for conditions that have negative effects on operational efficiency, to correct content errors or to recommend improved procedures or processes. Do not use the AF Form 847 to call attention to typographical, printing or quality errors unless they cause misinterpretation. Such deficiencies can be remedied by direct communication with the AF publication OPR.

A3.2. Processing AF Forms 847.

A3.2.1. Submit and process all AF Forms 847 through MAJCOM channels as outlined in the MAJCOM supplement to this instruction, in accordance with routing as outlined in Figure A6.1.. ANG units will utilize the NAF/MAJCOM command structure with oversight responsibility. Units will submit AF Form 847s electronically to the maximum extent possible.

A3.2.2. At each level the Intelligence Stan/Eval function will document receipt of original AF Forms 847, ensure the AF Form 847 reaches the appropriate functional OPR at that level for review, forward approved original AF Forms 847 to the next command level while informing the preceding command level of disposition (positive and negative) with comments. The advent of electronic Forms 847 may allow each level to inform all levels below (including the originator) of such disposition. The goal is to keep each command level and the originator advised of the progress and disposition of a submitted AF Form 847.

A3.2.3. The parent MAJCOM of the originator will forward the reviewed original AF Form 847 to the AF publication OPR. Once the AF publication OPR decides on disposition of the AF Form 847, the AF publication OPR will notify the submitting, parent MAJCOM as to disposition. The parent MAJCOM will then inform the lower command levels of the disposition of the original AF Form 847.

A3.2.4. The parent MAJCOM of the originator will simultaneously forward information copies of AF Forms 847 to all other MAJCOMs that utilize the subject AF publication. The other using MAJCOMs may forward comments on the information AF Form 847 suggestions to the AF publication OPR.

A3.2.5. An AF Form 847 may be disapproved by any command level reviewing the original AF Form 847. All disapproved recommendations will be returned to the submitting command level with justification annotated on the AF Form 847 stating the reason for the disapproval. MAJCOMs may address how to resubmit an AF Form 847 disapproved at a command level below the AF publication OPR in their supplement to this instruction.

A3.2.6. The movement and disposition of the original AF Form 847 will be tracked by the Intelligence Stan/Eval function at all command levels that review the original AF Form 847. There is no requirement to track receipt or disposition of information copies of an AF Form 847.

Attachment 4

ROUTINE AF FORM 847 PUBLICATION ROUTING PROCESS

Figure A4.1. Routine AF Form 847 Publication Routing Process.